

Payroll Specialist

FLSA	Exempt
Employment	Full-Time (40 hours)
Manages	N/A
Reports To	Barb Seckler, Director of Finance teams

Job Summary

Reliant is looking for a skilled administrative individual who thrives on executing regular processes filled with details and numbers. The Payroll Specialist is responsible for the processing of payroll for all of Reliant's Field Missionaries, as a part of the Employment Services team in our Central Office. This position will handle the day-to-day processing of the payroll functions and will serve multiple internal program teams who work to meet missionary needs in increasingly creative ways.

The ideal candidate will enjoy implementing, tracking, and executing regular payroll processes in a rapidly growing organization that serves increasingly diverse partners. We are excited to bring someone into this role who has the heart to serve others and understands the complex processing of payroll tools, spreadsheets, systems, and numbers. Executing this role will require excellent mathematical and data entry skills. This role will be required to maintain employee records and conduct payroll-related reporting, reconciliation, and auditing duties. This role will also be responsible for ongoing maintenance and journal entries to employee accounts, to maintain accurate balances in multiple missionary-related departments.

Responsibilities

Payroll Processing

- Data entry and of all field missionary employee bonuses and 401(k) changes
- Data entry & processing of various employee status change functions within the payroll software
- Running queries and reports for reconciliations and financial analysis of payroll data
- Creating and verification of all paycheck calculations for field missionary paychecks
- Voiding and correcting errors in field missionary paychecks
- Complete 401(k) plan functions for monthly, quarterly, and annual tasks
- Collaborate with program teams to resolve higher-level payroll-related questions and concerns from field missionaries
- Complete Verification of Employment for field missionaries

General Ledger

- Prepare and posting of journal entries for recurring processes and corrections

- Assist with maintenance of records and reconciliation of accounts

Banking/Cash Management

- Banking payment uploads, approvals, and release functions related to the roles listed above
- Preparation and posting of bank adjustments for recurring processes and corrections

Taxes

- Assist with withholding tax liability tracking, reporting, posting & reconciliation
- Research, maintenance and data entry verification of employee tax withholding settings within the payroll software
- Assist with annual tax-related filing and functions
- Collaborate with program teams to resolve higher-level withholding tax-related questions and concerns from field missionaries

Employment Services Leadership Roles

- Assist with special projects and other department tasks as needed
- Serve on the Employment Services Leadership team
- Participate in Reliant office team meetings and events
- Collaborate with Central Operations to implement and maintain processes and tools
- Maintain Solomon documentation for processes and procedures related to the above areas of responsibility
- Final Reviewer and Space Administrator Publisher for Payroll-related Solomon pages in the Missionary Field Manual

All Reliant Central Employees must

1. Have a profession of faith in Jesus Christ.
2. Affirm Reliant's Statement of Faith, Core Values, and Central Leadership Principles.
3. Agree with Reliant's Code of Conduct.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.